

COMMONWEALTH COMMUNIQUE

Issue No. 01-04

The Personnel Cabinet publishes this newsletter for state government employees.

October 2001

Open Letter From Governor Patton

My fellow employees,

Thousands of lives were lost or endangered on September 11 because a few murderers decided to force their beliefs in a violent manner on this country. This type of aggressive behavior is wrong no matter where it occurs. As individuals we must take a stand against violence anywhere we encounter it - from our children's playgrounds to the workplace to the national tragedy we have all just witnessed.

While we are truly experiencing one of America's gravest hours, the strength of our great country has always been its ability to overcome both adversity and evil. As state

employees, we must move forward and prove to the world that our spirit and resolve will not be

broken by a crazed group of terrorists. Because each of us has selected to work in the public sector, even more is required of us during times of crises in our nation. We have the privilege and responsibility of taking a leadership role and setting an example for our fellow citizens. It is important that we demonstrate to one another and the world that this act of terrorism will not stop the business of the state of Kentucky.

Each of us can take up the mantle of leadership during this crisis by working with our families and our communities to ensure that life and its daily routines return to the level they were prior to this attack on our country.

We can set an example to our fellow Kentuckians by not tolerating any acts of violence or discrimination that are a direct result of this event. This national tragedy was a terrible act committed against all Americans—including Muslim Americans. We, as citizens of the Commonwealth, must remember that terrorism is not the way of the Islamic faith or of any particular country of origin. Muslim Americans are part of the fabric of America and make valuable contributions to our country. America was founded on the principles of religious freedom, and our strength has been our diversity and respect of it. Let us not let our outrage at the barbarism that occurred

(Letter is continued on the back page.)



On Sept. 14, Gov. Paul Patton, First Lady Judi Patton, and Lt. Gov. Steve Henry, above, took part in an ecumenical service in the Rotunda of the Capitol.

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Secretary's Message

By Secretary Carol Palmore, Personnel Cabinet



The events of Sept. 11, 2001, will permanently change the way we view the world, and in some respects, our immediate surroundings.

The initial reactions to those events ranged from, "That could never happen in Kentucky" to "I want all the doors to my building locked and no

one other than employees allowed to enter."

Both of these reactions are probably inappropriate. With respect to the second, those of us in public service realize that we cannot lock out the public because it is the public whom we serve. What all of us must do is strike a balance between the public's need to access our workplaces and the needs of public employees to feel safe in their workplaces. We urge all supervisors and managers in state government to involve their employees in deciding how to strike that balance. In the Personnel Cabinet we began wearing identification badges and decided it is the duty of each of us to be aware of our surroundings and to report the presence of unauthorized persons in our work areas. A few minor changes can make employees feel much safer in the workplace and still provide for public access.

Both Governor Patton and the President have urged Americans to return to normal life and routines as quickly as possible. That is probably easier said than done, especially for those who lost friends or relatives in the terrorists attacks. However, that is what we must do or the terrorists win.

There are some employees, however, who cannot return to normal life because they have been or will be called to active duty. State government has both a moral and a legal obligation to assist these individuals. With that in mind, Personnel Memo 01-11 was issued on Sept. 17. That memo directed that employees called to active duty be given the option to cash out accumulated annual and compensatory leave, remain on the payroll by using all or part of that leave, or reserve all or a part of the leave for use upon return to state government. If you are a supervisor or an employee who may be called to active duty, please keep this directive in mind.

You may be interested in knowing.....

➤ Dale Shelton, Director of Classification and Compensation, and Johnny Keene, Director of Performance Evaluation, are happy to announce that their divisions have moved to new quarters. Their new address is 801 Teton Trail. Classification and Compensation's new phone number is (502) 573-0318 and Performance Evaluation's new phone number is (502) 573-0325.

➤ In terms of moving forward, we have proceeded with the rollout of our new Employee Self Service initiative. By now every state government employee should have received a letter explaining the new system along with an individual password and USER ID. If you have questions, please e-mail Dave Holzwarth at dave.holzwarth@mail.state.ky.us.

➤ I am delighted to announce that state government has met its minority hiring goal for four consecutive six month reporting periods. Prior to the Patton Administration, the state had never met this goal for two straight six month reporting periods. This is not an accident. It has resulted from a commitment by this Administration to make state government truly reflective of Kentucky's population.

➤ Did you know that recent national survey results placed Kentucky in the top three states in the nation in the number of drug prescriptions written per person per year? This high utilization, which is true also of the public employee health insurance population, is one of the reasons our health insurance premiums are so high and escalating so rapidly.

➤ We are in the process of developing on-line testing for state employment. In the spring of 2002, individuals will be able to go to one of approximately 52 sites in Kentucky to test on-line. Immediately after taking the test, the applicant will know his or her score and overall ranking. Applicants will also be able to get an on-line test review which will tell the applicant how many questions he or she answered correctly in each segment of the test.

If you have recommendations about personnel issues of interest you would like to see addressed in the *Communiqué*, please send an e-mail to me at carol.palmore@mail.state.ky.us. We want this publication to meet your needs for information and will do our best to address those issues that are of interest to you.

Attack on America: State Employees Assist With Disaster Relief

By Ray Bowman, Kentucky Division of Emergency Management, and Margaret Harney, Personnel Cabinet

The special talents of several state employees were put to use following the Sept. 11 attack by terrorists on New York and Washington, D. C.

Those employees include Rick Cox, Area 3 Manager for the Kentucky Division of Emergency Management, and Dave Boyer, donations coordinator for the division. Both were deployed to New York under the Emergency Management Assistance Compact (EMAC).

EMAC is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters.

Cox assisted the state of New York with coordination of their emergency resource requests. Kentucky is one of at least 13 states that deployed emergency managers to provide technical assistance to New York through EMAC.

As with most disasters, the attack on the World Trade Center in New York City prompted an outpouring of donations from around the world. Boyer was deployed to New York to assist in the management of those donations. "Kentucky is a recognized leader in the field of charitable contribution and donation management," said Division of Emergency Management Director W. R. Padgett.

Dr. Emily Craig, a forensic anthropologist with the Justice Cabinet, was deployed to New York to assist in the morgue

area. Dr. Craig was deployed as a member of DMORT, Disaster Mortuary Operational Response Team, a national group of experts in victim identification.

DMORT members respond to transportation disasters through the National Transportation Safety Board, and have worked on numerous airline and railway disasters.

As the only anthropologist with the state Office of the Chief Medical Examiner, Dr. Craig assists coroners and medical examiners throughout Kentucky in identifying human remains. Others who work closely with the state's medical examiners were also deployed.

Terry Dabney, the coroner in Taylor County and a DMORT member, was deployed to New York. Dr. Eric Berg, a U. S. Army pathologist stationed at Ft. Campbell, who often assists Kentucky's medical examiners, was deployed to the Pentagon.

Numerous other state employees are also making contributions to the disaster relief effort, including those who have been called to active duty in the military service, blood donors and more.

Check the Kentucky Division of Emergency Management Web site (<http://kyem.dma.state.ky.us>) for information on recovery efforts in New York, and on making monetary donations.

Performance Evaluation Update

By John Keene, Personnel Cabinet

ANNUAL LEAVE AWARDS

Leave awarded to eligible employees as a result of performance evaluation will be given on April 30 of each year. This leave will be reflected on the employee's April 30 pay stub.

EMPLOYEE TRANSFERS AFTER OCT. 1

If an employee who is eligible for performance evaluation changes jobs *after* Oct. 1 of a performance year, the annual evaluation must be completed by the former supervisor prior

to the job change. The evaluation will serve as the final evaluation. This is necessary, as no other supervisor will supervise the employee for the required 90 days during the performance year.

NOTE: If you have any questions regarding employee evaluations, please contact the evaluation liaison in your agency's personnel office or the Office of Performance Management in the Personnel Cabinet at 502-573-0325.

Bob Stewart Named Tourism Director of Year



Bob Stewart, Commissioner of the Kentucky Department of Travel, has been named 2001 Tourism Director of the Year. The award was announced during a meeting of the National Council of State Tourism Directors in Vail, Colorado, and was presented Aug. 29 during the closing banquet of the Educational Seminar for Tourism Organizations, an annual tourism industry gathering.

The main criterion for selection was measurable improvement of the state's travel and tourism profile. Elements considered included program development, trade and consumer response, personal and professional skills.

Stewart has headed the Department of Travel, an agency in the Tourism Development Cabinet, since 1992. In the last year he directed an entirely new tourism positioning for the state and rolled out a new advertising and marketing program. The campaign, "Kentucky. It's *that* friendly," takes advantage of long-held perceptions regarding the graciousness and warmth of Kentucky's people.

Gov. Paul Patton recognizes the important role tourism plays in the state's economic development and notes Stewart's honor. "I'm not surprised that Bob won this very prestigious award," Gov. Patton said. "His sincere love for our Commonwealth, coupled with his dedication and professionalism, has made him one of the most delightful individuals that I've had the pleasure of working with during my term as governor."

Ann Latta, secretary of the Tourism Development Cabinet, said that Stewart's national recognition as a tourism leader is one he richly deserves and a tribute to the entire Kentucky tourism industry.

Last year, the Kentucky tourism industry hit \$8.8 billion in tourism expenditures, an all-time high.

Stewart was selected from a group of three finalists chosen from among 55 tourism directors nationwide.

Ambassador of Good Will



Above, Tourism Development Secretary Ann Latta presents the Cabinet's Ambassador of Goodwill Award to Gloria Bridges, an executive secretary in her office, for outstanding work in promoting tourist travel throughout the state.

Secretary Latta said that the certificates, signed by both her and Gov. Paul Patton, are given periodically to citizens of Kentucky who do exceptional jobs in promoting the state's tourism industry.

In honor of Kentucky Public Employee Recognition Week, Oct. 8-14, Latta said she thought it was appropriate to also recognize employees who are exceptional representatives of the state to tourists. A number of employees from each of the five agencies within the Cabinet were designated by their agency heads to receive the certificates.

Ag Leaders to Lead National Groups



**Agriculture
Commissioner
Billy Ray Smith**

Leaders in the Department of Agriculture recently assumed leadership positions in national professional organizations.

Agriculture Commissioner Billy Ray Smith was sworn into office in September as president of the National Association of State Departments of Agriculture, NASDA.

John McCauley, director of the Kentucky Department of Agriculture's Division of Pesticide Regulation, has been elected national president of the Association of Structured Pest Control Regulatory Officials. The organization is comprised of pesticide and pest control directors from many state departments of agriculture.

Smith served as the 1999-2000 president of the southern arm of NASDA, the Southern Association of State Departments of Agriculture, and was named NASDA president-elect in February. He took office during the organization's annual meeting Sept. 21-26 in Burlington, Vt.

Smith also received a special honor from his alma mater, Western Kentucky University, on Oct. 19. He was inducted into the school's Hall of Distinguished Alumni, the highest honor WKU bestows on any alumnus.

The induction ceremony was part of WKU's Homecoming Week festivities.

Employee Recognition Week

Gov. Paul Patton declared Oct. 8-14 to be Public Employee Recognition Week. Remember to submit articles and photos on your Recognition Week activities for the January *Communiqué*. Contact the editor or your liaison for more information.

Horse Park Mounted Patrol First in Class

The Kentucky Horse Park welcomed back three Mounted Police Officers who finished at the top of their basic training classes in May.

The first two to graduate were Officer Scott Carnes and Sergeant Dan Haun of Basic Class 301.

Officer Carnes graduated first in the class, receiving the Class Academic Achievement Award, which is based on the highest grade point average for the class. Officer Carnes was also chosen Class Adjutant, a title awarded based on a positive attitude, enthusiasm and organizational skills.

Sergeant Dan Haun graduated second in Basic Class 301 receiving the second place Class Academic Achievement Award.

The third recruit to go through training was Officer Mark Isaacs, who graduated first in Basic Class 303 and received the Class Academic Achievement Award for earning the highest grade point average for the class. He was also chosen Special Projects Officer based on personal history, a positive attitude, enthusiasm and leadership ability. In addition, he was given the Recruit of Distinction Award, an award given for meeting several criteria, including having an overall grade point average of 95 percent or above and active promotion of teamwork within the class environment.

To become a Kentucky Horse Park Mounted Patrol Officer, recruits must undergo the same 16-week basic training any law enforcement officer of the state must go through.

The Basic Training Branch of the Department of Criminal Justice offers training for Kentucky law enforcement personnel by providing 640 hours of instruction over a period of 16 weeks.

The Kentucky Horse Park Mounted Patrol can be seen 24-hours a day patrolling the park's 1000-plus acres, providing a safe and secure environment for the park's visitors.

The Kentucky Horse Park is located at Interstate 75, Exit 120, just north of Lexington. Always in season, the park is open daily from March 15 to Oct. 31, and Wednesday through Sunday from Nov. 1 to March 14.

Employee Suggestion System Awards

The following employee suggestions were approved for the second and third quarters. The next meeting will be held on Nov. 1. Contact your coordinator for information. See page 7 for a complete list of coordinators.

Cabinet for Families and Children – Carla Vinegar, Coordinator

Name: Rosa A. Browning

Award: \$100.00

Savings: Intangible

Cabinet for Health Services – Melinda Stephens, Coordinator

Name: Stephanie Griffin Mitchell

Award: \$182.00

Savings: \$1,821.28

Education, Arts and Humanities Cabinet – Lori Franklin, Coordinator

Name: Paula Varney Kingsolving

Award: \$2,500.00

Savings: \$6,999,875.00

Justice Cabinet – Patrick Bowzer, Coordinator

Name: Celeste Mullins

Award: \$100.00

Savings: Intangible

Name: Mary Jo Higgins

Award: \$100.00

Savings: Minimum (\$516.00)

Name: Brenda Priestly

Award: \$198.00

Savings: \$1,984.00

Name: Kerrie Leah Dehorty

Award: \$298.00

Savings: \$2,977.20

Name: Alvin Owens/Heather Johnson (Joint Suggestion)

Award: \$394.00

Savings: \$3,942.28

Name: Brenda Hatchell

Award: \$2,500.00

Savings: \$34,125.00

Public Protection and Regulation Cabinet – Clayton Elizabeth Bradley, Coordinator

Name: Connie J. Arthur

Award: \$223.00

Savings: \$2,236.50

Name: Jane Gritton

Award: \$937.24

Savings: \$9,372.49

Revenue Cabinet – John Parrish, Coordinator

Name: Leslie Cheatham

Award: \$100.00

Savings: Intangible

Name: James Koontz

Award: \$2,500.00

Savings: \$26,586.00

Transportation Cabinet – Margaret Kinnaird, Coordinator

Name: Rebecca J. Mohr

Award: \$216.00

Savings: \$2,160.00

Name: Rita Wilson

Award: \$1,494.00

Savings: \$14,940.00

Name: Michael D. Hardin

Award: \$2,500.00

Savings: \$240,000.00

Workforce Development Cabinet – Diana Disponette, Coordinator

Name: Darnell Nunnery

Award: \$2,500.00

Savings: \$903,362.50

Department of Military Affairs – Mary Elizabeth Harrod, Coordinator

Name: Rex Linney/Steve White (Joint Suggestion)

Award: \$2,500.00

Savings: \$27,321.96

ESS Coordinators

The following is a listing of *your* Cabinet or Agency Coordinator for the state Employee Suggestion System. (See page 6 for a list of the most recent awards.)

Cabinet for Families and Children - Carla Vinegar
 Cabinet for Health Services - Melinda Stephens
 Economic Development Cabinet - Tracy Shields
 Education, Arts and Humanities Cabinet - Lori Franklin
 Finance and Administration Cabinet - Jackie Flynt
 Justice Cabinet - Patrick Bowzer
 Labor Cabinet - Cornelius O'Banion
 Natural Resources and Environmental Protection Cabinet -
 Debbie J. Wooldridge
 Personnel Cabinet - Chuck Riddell
 Public Protection and Regulation Cabinet -
 Clayton Elizabeth Bradley
 Revenue Cabinet - John Parrish
 Tourism Development Cabinet - Jon Wertzler
 Transportation Cabinet - Margaret Kinnaird
 Workforce Development Cabinet - Diana Disponette

Governor's Office/G.O.P.M. - Ann Hester
 Office of the Secretary of State - Lisa Ballinger
 Office of the Attorney General -
 Malea Meredith Vincent
 Office of the State Treasurer - Dr. Eugene Harrell
 Auditor of Public Accounts - Brenda Swiger
 Kentucky Retirement Systems - Margie Doyle
 Department of Agriculture - Alisa Edwards
 Department for Local Government - Gene Pelosi
 Department of Military Affairs -
 Mary Elizabeth Harrod
 Board of Nursing - Leisa Drexler
 Human Rights Commission - Floyd Buckner
 Department of Veterans' Affairs - Gilda Hill
 Governor's Office for Technology - Pam Shouse

Facilities Named for Retirees

Frankfort Parks and Recreation has named the baseball field at Capitol View Park "Bob Fannin Field" in honor of the many contributions Bob Fanin has made to the youth of Franklin County.

Bob Fannin retired from the Labor Cabinet on Aug. 31, after over 33 years of state service. He touched many people throughout state government and the Frankfort community and is greatly missed. He also worked with the Frankfort Parks and Recreation Department's baseball program from 1973 to last year. His most recent job was as Babe Ruth Baseball commissioner, a post he had held since 1986.

The Frankfort Fish Hatchery has been renamed in honor of long-time Fisheries Director Pete Pfeiffer, who also retired at the end of August. He arrived at Fish and Wildlife 38 years ago, just days after his graduation from the University of Louisville, and served as fisheries director for 20 years.



Bob Fanin

Appreciation for KHEAA Staff



Senior managers of the Kentucky Higher Education Assistance Authority (KHEAA) recently presented each of their employees with a casual shirt to show their gratitude and appreciation for the staff's continued dedication and hard work on behalf of KHEAA.

Through the efforts of staff during FY 2001, KHEAA disbursed \$73 million from grant, scholarship, and work-study programs; guaranteed \$542 million in Federal Family Education Loans to help students pay their higher education expenses; and provided college and financial aid information to thousands of students.

Mark Hoover, left, was among staff who received a casual shirt from KHEAA senior managers.

Co-Op and Intern Students Become Valued Full Time Employees

Students who participate in state government's Co-Op/Intern Program often take the next step and become permanent state employees. The combination of on-the-job training, education and other unique experiences they bring with them, makes them instant assets to their employers.

Kimberly Raybon of the Finance and Administration Cabinet, and Sam Moore of the Personnel Cabinet are just two valuable employees who began their careers as Co-Op/Intern participants. They have agreed to write about their experiences for this issue of *Communiqué*. Their articles are below and on page 9. For more information on the program, contact its coordinator, Margaret Daniel, in the Personnel Cabinet, at 502-564-7430, or by e-mail.

Sam Moore Writes:

The beginning of my second semester, junior year at Kentucky State University, I found myself fleeing rapidly toward the office of Ron Banks, associate director of the KSU Career Counseling and Placement Office. After approximately two months of grueling labor on the assembly line at the Topy Corporation, I realized that I wanted no

more of the physically challenging aspects of manual labor, and that I desired an employment that would challenge my intellectual ability.

After answering several questions from Mr. Banks, such as my classification, major and grade point average, my visit

(Intern continues on page 9.)

Board of Nursing Members Honored

The National Council of State Boards of Nursing's (NCSBN) Delegate Assembly met Aug. 7-11 in Pittsburgh for their annual meeting. In addition to conducting its regular business agenda, the delegates elected seven board members to serve NCSBN during the next two years, and honored its members who have demonstrated substantial contributions to the improvement of nursing regulation.

One member of the Kentucky Board of Nursing was elected vice-president; one member received an award of excellence; and a staff member was recognized for service.

Marcia Hobbs, DSN, RN, was elected vice president of the group. Dr. Hobbs is the current board president for the Kentucky Board of Nursing and chair of the School of Nursing at Murray State University. Dr. Hobbs previously served on the NCSBN Committee on Nominations and the Delegate Assembly Advisory Panel, and as Kentucky Delegate Representative.

She is a member of the American Nurses Association, Sigma Xi, Sigma Theta Tau International Honor Society of Nursing, the Commission on Collegiate Nursing Education, and Calloway County Red Cross. She recently retired from the United States Army Reserves with the rank of Lieutenant Colonel. Dr. Hobbs was elected to fill one year of an unexpired term.

June Bell, BSN, RNC, is recipient of the Exceptional Leadership Award, which is granted to a member board president who has made significant contributions to the NCSBN. Ms. Bell currently serves as a board member of the Kentucky Board of Nursing and was its former president. She is very active in her professional organization, the Kentucky Nurses Association, and has served as president of her district, as well as being a member of Sigma Theta Tau International Honor Society of Nursing.

She is also the executive director for the St. Joseph's Peace Mission for Children in Owensboro. Her involvement with NCSBN has included Delegate Representative for Kentucky, member and chair of the NCSBN Committee on Nominations, and member of the Executive Director Search Committee.

Sharon M. Weisenbeck, MS, RN, executive director for the Kentucky Board of Nursing, was granted the Service Recognition Award for 25 years of work in nursing regulation. She has held numerous offices and appointments with the NCSBN while serving as staff to the Kentucky Board of Nursing and the Wisconsin Board of Nursing.

Additional information regarding the 2001 NCSBN Delegate Assembly activities is on the NCSBN Web site at <http://www.ncsbn.org>.

Co-Op/Intern

(Continued from page 8.)

Sam Moore Writes: (Continued from page 8.)



with him was complete and off to class I went.

On Feb. 16, 1999, I nervously entered the Personnel Cabinet to begin my new job as a Co-Op/Intern. Initially I was told during my interview that I

would be a “floater,” helping out in various sections within the Division of Staffing Services. My branch manager, Marsha Derringer, and supervisor, Regina Gravitt, decided they had other plans for me. I remember Regina stating that I was the first intern who was brought in to work in the Counseling Section.

I felt proud, and at the same time I knew I had to represent Kentucky State University to the best of my ability if the Cabinet were to continue to ask KSU to send qualified students to intern in my footsteps.

I was trained to do the work of a personnel management specialist. This was a win-win situation for both the Cabinet and myself. I received monetary compensation in addition to credit hours, and I was excited about contributing financially to my household without physically exhausting myself. I could devote my energy to studying and I was able to remain on the football team. Also, while some of my classmates worked late into the evening at such jobs as waiters, pizza delivery drivers and convenience store clerks, my day hours allowed me to spend quality time with my wife and children.

I interned a total of three semesters and two summer terms. I was offered a full-time position immediately following graduation, for which I am very thankful.

I encourage students and agencies across the state to take advantage of the Co-Op/Intern program. Students, you are given the opportunity to “earn while you learn.” Agencies, you will get an individual eager to gain knowledge and experience in his or her field of study.

Kimberly Raybon Writes:



My transition from an intern to a full-time employee in state government was a smooth one. Before assuming my current position at the Finance and Administration Cabinet, I was an intern with the Personnel

Cabinet, Office of the Secretary. This internship prepared me for public service and also convinced me to further my education at Kentucky State University in the public administration graduate degree program.

As an intern, I assisted Margaret Daniel, executive assistant in the Personnel Cabinet and coordinator for the State Co-Op/Intern Program. This was a joyous experience because I was able to help many high school and college students all over the state of Kentucky obtain meaningful and beneficial internships with state government. I was also privileged to work with a very professional and motivated staff.

High school internships, and especially college internships, are crucial to a student’s work history, because, as many know, degree-related work experience is just as important as having a college degree in today’s competitive workforce.

Now that I have graduated from Kentucky State University with a bachelor of arts in business administration, I hold the position of Financial, Investing, Forecasting Program Technician I at the Finance and Administration Cabinet, Office of Financial Management. I have thus far enjoyed this position, and I look forward to the upcoming challenge of moving onward and upward in my career in public finance.

I encourage both students and state agencies to participate in the state’s Co-Op/Intern Program. It truly prepares students for future public service and opens up a gateway of opportunity for the Commonwealth of Kentucky to recruit diligent employees on both a national and international level.

Runkle Earns Top Medal From Army



Rick Runkle, an employee with the Transportation Cabinet's Division of Materials, has received the Meritorious Service Medal, the highest medal the Army awards during peacetime. He earned the medal in 1998 while serving in Ecuador as the Aviation Safety Officer and Blackhawk pilot during Task Force New Horizons.

On May 14, 1998, Runkle was on duty as Casevac Pilot on the helicopter crew. Earlier that day, an Ecuadorian woman had received internal injuries in an accident involving some US Marines. Due to heavy thunderstorms, all flights were grounded, but at 7 p.m., Runkle's crew overheard the surgeon tell the medics, "If the helicopter crew can't get this woman to the hospital within two or three hours, she will die."

The mission was considered extremely high risk, but Runkle and his crew decided to risk their lives in order to try to save her. Using night vision goggles and flight instruments, they flew in heavy rain and sometimes fog to reach the hospital. Through this heroic effort, they were able to save her life.

Employees of the Quarter Honored

The Transportation Cabinet's Division of Materials' Quality Management Team has established an Employee of the Quarter Award, designed to recognize outstanding job performance. One employee from each branch will be selected each quarter.

Recognized last quarter were Ritchie Walldridge, from the Structural Materials Branch; David Morrow, from the Asphalt Branch; Kim Lambert, from the Administrative Branch, and Dean Clements, from the Geotechnical Branch. Each employee received a \$25 gift certificate to a restaurant, and their names were added to a plaque displayed at the Division of Materials.



Left to right: Ritchie Walldridge, David Morrow, Kim Lambert, and Dean Clements.

Winter Training for Highway Crews

While attending their annual Snow and Ice training, highway crews in the London district were treated to a time of fellowship before getting down to serious business.

Andy Buell, chief district engineer for the Transportation Cabinet in London, provided lunch for each crew in appreciation of the good work performed by everyone throughout the year. The District Office and Bell County Maintenance employees cooked hamburgers and hot dogs

for everyone, and in some counties, local personnel provided desserts.

The training is conducted annually in the fall in each county for employees in the Departments of Maintenance, Equipment and Traffic personnel.

These meetings give the crews a chance to meet, share knowledge and ideas, and ask questions.

Juvenile Justice Presents Employee of the Year and Commissioner's Awards



Don Newberry, above, received the 2001 Commissioner's Award from Commissioner Ralph E. Kelley.

In conjunction with the Kentucky Council on Crime and Delinquency's Annual Conference, the Kentucky Department of Juvenile Justice hosted its fifth annual awards luncheon on Sept. 6, at the Executive Inn in Owensboro, to honor its employees for outstanding performance. The annual event honors staff members from each division of the Department, who are selected as Employees of the Year. One individual is selected for a special honor, the Commissioner's Award.

The recipient of this year's Commissioner's Award was Don Newberry, Construction Superintendent in the Department's Central Office.

Newberry oversees the construction of the Department's juvenile facilities, as well as maintenance of existing facilities. He played an instrumental role in the construction of the Adair Youth Development Center, and Breathitt, Campbell, Laurel, McCracken and Warren, Regional Juvenile Detention Centers.

He was commended for his dedication to the field of juvenile justice.

Other awards were presented as follows:

Employee of the Year Awards

Day Treatment Employees of the Year: Brenda Collins, Western Region; Bibi Roberts, Eastern Region; and Sadie Gambrel, Central Region.

Group Home Employees of the Year: Kenneth Bodkin, Western Region; Bryan Sager, Eastern Region; and Jeff Adams, Central Region.

Residential Employees of the Year: Lynn Fogle, Western Region; Mark Cummins, Eastern Region; and Henry Stenger, Central Region.

Detention Employees of the Year: Betty Freeman, Western Region, and Tammy King, Eastern Region.

Youth Workers of the Year:

Lula Mason, Western Region; Frieda Parker, Eastern Region; and Charles Bennett, Central Region.

Community Services Employees of the Year: Tyra McGuire, Western Region; Roger Ellis, Eastern Region; and Steve Emmons, Central Region.

Other Awards

Jess Alford, Western Region; Robert Cecil, Western Region; Joe Gilbert, Eastern Region; Margaret Kaelin, Central Region; Libby Mills, Central Region; Vicki Reed, Placement Services; Dr. William Heffron, Mental Health; Melissa Benton, Program Development; Denny Welsh, Quality Assurance; and Gary Lee, Administrative Services.

Personnel Cabinet Help Desk

Employees with questions for the Personnel Cabinet can call the Personnel Cabinet Help Desk at 800-471-1753 or 502-564-8339.

Also, look for the most frequently asked questions posted on the Cabinet's Web site.

Civil Rights Hall of Fame Inducts 16

By Victoria Dempsey, Kentucky Commission on Human Rights



2001 Hall of Fame inductees

The Kentucky Commission on Human Rights inducted 16 new members into the Kentucky Civil Rights Hall of Fame at a special ceremony on July 18.

Recipients of the prestigious honor were announced to over 300 civil and human rights leaders, and government officials who attended the induction gala at Actors Theatre of Louisville.

The 2001 inductees are: the late Ira Bell of Monticello; Anne Braden of Louisville; the late Carl Braden of Louisville; the late Edward Claybrook of Owensboro; the late I. Willis Cole of Louisville; the late Governor Bert Combs of Frankfort; Bishop Robert Estill of Lexington; the late Reverend William Jones Sr. of Lexington; the late Julia Lewis of Lexington; Dr. Abby Marlatt of Lexington; Dr. Frank Moxley of Bowling Green; Senator Gerald Neal of Louisville; the late Professor Paul Oberst of Lexington; Dr. Samuel Robinson of Louisville; the late Lucretia Ward of Louisville; and the late Jesse Warders of Louisville.

The afternoon's highlights included speakers like Lt. Governor Stephen Henry and other public figures. There was a special performance of "Kentucky Colonel," a play by The Courier-Journal journalist Larry Muhammad, about Louisville Defender newspaper founder and civil rights activist, the late Frank Stanley Sr. Stanley was one of 22 inaugural inductees to the first hall of fame in 2000.

The Commission established the Kentucky Civil Rights Hall of Fame last year as part of its 40th anniversary celebration. The special recognition serves as a monument to brave men and women whose efforts on many battlegrounds have

helped to improve the lives of Kentuckians. Hall of fame nominees fought to end slavery. They worked for the desegregation of schools and public accommodations. They have pushed for civil rights legislation and equal opportunity in education, employment and housing. They have given their time, money and service toward efforts that challenged and changed unjust philosophies and systems.

The third Kentucky Civil Rights Hall of Fame will be in 2003. Calls for nominations will be published in the *Communiqué* and regional newspapers.

International Office for Watts

Beverly L. Watts, executive director of the Kentucky Commission on Human Rights, recently won a second term as president of the International Association of Official Human Rights Agencies (IAOHRA).

Watts was re-elected at the IAOHRA 53rd annual conference, held in July in Cincinnati, Ohio. She has served as the organization's president since 1999.

"The Kentucky Commission on Human Rights is pleased to participate in the important work of IAOHRA through Beverly's efforts," said Priscilla Johnson, KCHR chair. "Kentucky can be proud of its continuing leadership role in the human and civil rights arenas."

Watts' first task this term was to attend the United Nations World Conference Against Racism, Racial Discrimination, Xenophobia and Related Intolerance. She was among thousands of human rights leaders from all over the world who attended to represent non-governmental organizations such as IAOHRA. The conference was held Aug. 31 through Sept. 7 in Durban, South Africa.

IAOHRA is headquartered in Washington D.C. It was founded in New York in 1949 to provide leadership in the areas of official civil and human rights procedures, and to foster better human relations around the world. Members include state and local governmental human rights agencies throughout the U.S., Canada, Bermuda and Ghana.

Fish and Wildlife Hosts Conference

By Dave Baker, Department of Fish and Wildlife

Fish and wildlife officials from 16 states, Puerto Rico and the Virgin Islands converged in Louisville in October for a major conference hosted by the Kentucky Department of Fish and Wildlife Resources.

The 55th Annual Conference of the Southeastern Association of Fish and Wildlife Agencies brought together scores of biologists, law enforcement officials and other experts in conservation and management. Kentucky last hosted the event in 1985.

These conferences are valuable ways to identify trends, explore research being conducted by others, share experiences and prepare for the future. Presenters included representatives from universities, government agencies, private wildlife research groups and citizens' organizations.

The conference theme, "Mission for a New Millennium," focused on how fish and wildlife agencies must cope with losses in both habitat and the number of license holders.

The issue is critical to Kentucky because sportsmen and sportswomen pay for the programs of the Kentucky Department of Fish and Wildlife Resources. The department does not receive money from the state's general fund.

Conference attendees also shared some fun alongside the serious issues. The welcome reception featured a ride on the Belle of Louisville; college students attended a pig roast on the banks of the Ohio River to learn about job opportunities from the professionals; and spouses visited Keeneland racetrack, the Louisville Slugger Museum and the Salato Wildlife Education Center.

Loans Help People With Disabilities

By Janet Hoover, Workforce Development Cabinet

Two innovative low-rate loan programs established last year that make it easier for people with disabilities to buy assistive technology equipment have been renewed for another year.

The Kentucky Assistive Technology Loan Programs, administered by the Kentucky Assistive Technology Loan Corporation (KATLC), offer its low-rate loans to qualified applicants to finance home modifications and the purchase of assistive technology devices.

Under one loan program, the KATLC, in a partnership with the Fifth Third Bank Kentucky, Inc. and the Kentucky Housing Corporation, offers low-rate loans to qualified low-to-moderate income individuals who need home modifications. Examples of home modifications include wheelchair ramps, widening of doors and remote environmental controls that allow a person with limited mobility to adjust room temperature or turn on lights.

The second KATLC low-rate loan program is open to any individual at any income level. It provides loans to qualified individuals for home modifications and other assistive technology devices, such as wheelchair lifts for vans.

Nearly \$500,000 has been appropriated to fund the two loan programs for the next 12 months.

To participate in these programs, applicants must be individuals with disabilities, parents or guardians of individuals with disabilities or nonprofit organizations serving people with disabilities.

The programs were developed for people who may have difficulty obtaining conventional financing because of limited income, insufficient credit or financial history or high medical expenses.

To obtain an application, contact Nancy E. Hansen, program director, in Lexington at (859) 246-2540, ext. 237, or toll-free at 877-675-0195, ext. 279. Her mailing address is P.O. Box 12231, Lexington KY 40581-2231. Her e-mail address is NancyE.Hansen@mail.state.ky.us.

The Kentucky Assistive Technology Loan Program is a joint effort of the Kentucky Assistive Technology Loan Corporation, the Department of Vocational Rehabilitation, the Cabinet for Workforce Development, the Kentucky Developmental Disabilities Planning Council and the Kentucky Assistive Technology Service Network.

State Parks Offer Employee Discounts

By Jim Carroll, Department of Parks

As fall approaches, some state government employees may be wondering what happened to all the rest and recreation they were planning to get during the summer. THAT was our vacation?

The Department of Parks has an answer for state workers who want to kick back and take it easy — or for that matter, get out there and hike, ride a horse, or otherwise commune with nature. It's the Commonwealth Connection, a discount program for all active and retired state employees (as well county, city, federal and school employees).

The Commonwealth Connection offers special rates from Nov. 4 through March 31 at all but one of 17 resort parks. Only Lake Cumberland is excluded. Rates are \$42 a night for a lodge room (with up to four people), \$65 for one-bedroom and efficiency cottages, \$85 for two-bedroom cottages, and \$100 for three-bedroom cottages.

The fine print: reservations may be made up to one month in advance and the discount rates apply to recreational and leisure travel only.



Explore at Carter Caves State Resort Park.

For reservations, call toll-free 800-255-PARK or visit the Department of Parks' Web site at <http://www.kystateparks.com>.

Horse Park Lawn on Top 10 List



The Kentucky Horse Park is known for its beautiful horses, outstanding special events and a staff that is always friendly, but there is a big part of the park that is easily overlooked -- the lawn. The park lawn attracts attention from the front gate to the back corners for its seemingly natural beauty, but few realize the time and patience it requires for the park to keep its beauty year after year.

Briggs & Stratton, a lawn mower engine manufacturer, has taken notice. The company has named the Kentucky Horse Park to its Top Ten Lawns List for 2001. In its fourth year, the list recognizes outstanding public lawns that exemplify the beautiful nature and unique purpose of the American

landscape. It annually cites some of the most impressive lawns and landscapes in the country, and includes a diverse assortment of historic landmarks, tourist attractions and recreation areas. Other honorees for 2001 include the Boston Public Garden, the Texas State Capitol, Biltmore Estate and the Opryland Hotel.

The Kentucky Horse Park is proud that all the landscaping and lawn work is done by park staff, headed by Jamshid Baradaran, director of planning, construction and maintenance, and Mike Lawson, landscape planner.

Library and Archives Partners With GSC to Produce Bibliographies

Nancy Houseal, Department for Libraries and Archives



Paula Ernspeker, a student in the CPM program, checks out training resources at the State Library from Anne Van Willigen.

Bob Peters, Executive Director of the Governmental Services Center (GSC), and James A. Nelson, State Librarian and Commissioner of the Kentucky Department for Libraries and Archives, met in the Reference Room at the State Library (KDLA) on Sept. 6 to announce a new partnership initiative concerning the Certified Public Manager Program (CPM). With this partnership, the State Library's reference personnel have prepared bibliographies of supplementary training materials for selected GSC courses. These bibliographies will refer to materials available in KDLA's collection or through its Interlibrary Loan Services, and new State Library acquisitions will see an increased emphasis in management information resources.

The GSC/State Library partnership in reality targets the entire state government workforce by developing a listing of management training resources.

KDLA State Librarian and Commissioner James A. Nelson said, "KDLA is extremely pleased to partner with GSC in this endeavor. We have always believed that there is a natural link between the two agencies, especially in our common pursuit of lifelong learning and the need for high quality learning resources."

The CPM program's objective is to build and maintain a core of skilled and knowledgeable leaders for directing, managing, and supervising employees, programs, and projects in the public sector of Kentucky. Within the four-year program, CPM candidates must complete the required curriculum of 300 hours; which includes workshops, written tests, and three written projects. Successful completion of the program results in the candidate receiving the Certified Public Manager designation. Presenting the latest practical management theories and providing skills in current government practices and principles has made CPM the flagship program of the Governmental Services Center.

Currently, bibliographies have been prepared for twelve GSC workshops. CPM candidates across the state can follow GSC's link (<http://gsc.state.ky.us/Workshop.htm>) to the reading lists on the State Library's web site (<http://www.kdla.net/statelib/GSC%20bib%20main.htm>). Each bibliography includes management information resources in a variety of formats, including books, videotapes, Internet addresses, periodicals and microforms. From the bibliography, CPM students can follow links to the State Library's online catalog (<http://kdla.kyvl.org>) to determine whether an item is available for check-out. State Library cardholders may place items on reserve by phone or by using the library's "Ask a Librarian" e-mail service (Reference.Desk@kdla.net).

Most items checked out to the cardholder may be picked up at the Circulation Desk or may be sent out by state messenger mail. Other items not currently owned by the State Library may be acquired by using the library's Interlibrary Loan Services. CPM candidates needing to apply for a library card may apply in person, request an application by fax, or apply online at <http://www.kdla.net/statelib/librarycard.htm>.

This partnership initiative began when Ed Klee, manager of GSC's Management and Employee Development Branch, met with Charlene Davis, Director of KDLA's State Library Services, and other library personnel in November, 2000. Mr. Klee indicated that CPM candidates needed help locating management information that could be used for

(Library continues on page 16.)

Higher Education Updates Student Handbook

The 2001–2002 edition of *Getting In* is available in libraries throughout the Commonwealth and online at www.kheaa.com. This free guide to postsecondary education in Kentucky is published by the Kentucky Higher Education Assistance Authority (KHEAA) and has been mailed to guidance counselors across the state for distribution to all Kentucky high school seniors. Copies have also been mailed to high school juniors via KHEAA's Success Through Educational Planning (STEP) program.

The 177-page book contains important, up-to-date information about Kentucky's four-year colleges and universities, two-year colleges, and proprietary trade schools. *Getting In* is filled with facts on admissions, costs, academic majors, and financial aid. Admissions and financial aid officers of Kentucky's higher education

institutions, state officials, financial aid program administrators, and testing service representatives provided information for the book, now in its 27th edition.

KHEAA administers grant, work-study, savings, Federal Family Education Loan, and scholarship programs, including the Kentucky Educational Excellence Scholarship (KEES), to help students pay higher education expenses.

For more information about KHEAA programs and services, write to the Kentucky Higher Education Assistance Authority, 1050 US Highway 127 S, Frankfort, KY 40601-4323; call (502) 696-7381 or toll free (800) 928-8926, extension 7381; visit www.kheaa.com; fax (502) 696-7373; or e-mail tballard@kheaa.com.

Library

(Continued from page 15.)

their curriculum's workshops and projects. This discussion led to a commitment from the State Library to increase its purchases of quality information resources in the management area. The State Library's reference staff also agreed to review existing GSC course bibliographies and make recommendations for additional supplementary materials.

GSC intern Camaria Pettis, a graduate student at Kentucky State University majoring in public administration with special emphasis in human resource management, has been the person coordinating this project with KDLA. She has been instrumental in updating the bibliographies for GSC's workshops and including those resources available at KDLA.

State employees interested in finding more information on GSC's programs and workshops can visit its web site at <http://gsc.state.ky.us>, call (502) 564-2732, or visit GSC's office on the campus of Kentucky State University in Frankfort. State employees interested in finding more information about the State Library's services can visit its web site at <http://www.kdla.net/statelib/libraryservices.html> or contact a reference librarian through the "Ask a Librarian" service, by phone at (502) 564-8300, ext. 342, or in person at 300 Coffee Tree Rd. in Frankfort.

Payroll Deduction for Prepaid Tuition

The first enrollment period for Kentucky's Affordable Prepaid Tuition, KAPT, will begin on Oct. 15 and end on Dec. 3. KAPT has been designed to make it easier for Kentucky families to afford a college education by guaranteeing the cost of tomorrow's tuition at today's lower prices.

KAPT will be offered to state employees as a payroll deduction. If you are interested in a payroll deduction contract for KAPT, please contact the payroll officer at your agency. The deduction number for the state system is 24, and first payments for accounts opened in the first enrollment period will be due on Feb. 1, 2002.

If you have further questions about KAPT, or would like to receive our comprehensive enrollment booklet, contact the office of Kentucky State Treasurer Jonathan Miller at 888.919.KAPT, or visit KAPT on the Web at www.getKAPT.com.



Governmental Services Center

Message From the Executive Director

By Bob Peters

On Sept. 19, the Governmental Services Center (GSC) and Kentucky Virtual University (KYVU) entered into an agreement forming a partnership that will launch the e-learning era for GSC. The signing of this agreement is another milestone in the history of GSC as we begin our third decade serving state government.

The GSC-KYVU agreement means that we will be able to expand the reach of our training programs by making them available to state employees at a time and place that is convenient to them. Our goal is to convert our regular workshops as quickly as possible to the on-line environment using our existing curriculum and adapting the content to fit the needs and unique characteristics of e-learning. The on-line workshops will be available to state employees through KYVU on the same basis that our regular workshops are, with no direct charge for employees of agencies that are assessed to fund GSC's operation.

We are very excited about the opportunity ahead to expand the reach of the excellent workshops we currently offer to many more employees than we can now accommodate in our traditional classroom setting. This is particularly important at a time when state financial resources are limited and there is a premium on leveraging our existing investment in training material in a cost efficient manner. We have also recently announced an enhanced partnership with the Kentucky Department for Libraries and Archives to develop KDLA resources to compliment and support GSC workshops. The Kentucky Virtual Library is also an integral part of KYVU.

These partnerships with KYVU, KDLA, and the Council on Postsecondary Education are critical developments in expanding the availability of training and continued learning opportunities for Kentucky state employees.



Secretary Peters signed the GSC agreement with Dr. Gordon Davies (left) and Daniel Rabuzzi (right photo).

Dr. Davies, president of the Kentucky Council on Postsecondary Education, said, "We are extremely pleased that the Governmental Services Center has chosen Kentucky Virtual University to be its online educational partner. This is a wonderful example of two state agencies working together to meet the workplace training needs of state employees."



Rabuzzi, acting CEO of Kentucky Virtual University said, "GSC is a first class training operation. We look forward to replicating GSC's quality training in an online format. As a result of this partnership, state employees in the near future will be able to just "click" and go to their workshop at their convenience—anytime and anywhere."



New GSC Workshops

In workshops such as Leadership I, Leadership II, Performance Management, High Performing Teams, and Managing Change, GSC provides a curriculum of high quality learning experiences that increase the leadership skills needed to continuously improve the performance of individuals and teams. In the past two years, GSC has added several new workshops that focus on the organization, such as, Introduction to Process Improvement, Project Management, and Dynamics of Strategic Planning. With the addition of the two latest workshops, GSC now offers an integrated, high quality curriculum for developing the leadership skills needed to continuously improve the performance of *organizations*.

The newest additions to our “improving organizational performance” curriculum are: Assessing Organization Performance and Leading Organization Transition. Both are part of the required curriculum in the CPM Program.

Assessing Organization Performance

The focus in Assessing Organization Transition is on helping participants understand and be able to use a common language and framework for evaluating and continuously improving the performance of their organizations. According to Harry Hatry, “. . . If the public and private agencies that deliver [government] services are to succeed in improving their performance, they must have some objective means of measuring it.” This workshop provides participants with a framework for understanding the performance elements of their agencies and equips them with the knowledge and tools they need to use performance indicators as a means for continuously improving their programs and services for the benefit of customers, clients, and employees.

Topics included in the workshop are:

- Identifying elements for assessing organizational performance
- Determining ways for reporting performance data and types of performance indicators
- Identifying criteria for effective performance measurement systems
- Understanding the relationship between interim outcomes and end outcomes

Leading Organization Transition

In this workshop, participants will learn the differences between leading change and managing change. According to John Kotter, “. . . successful transformation is 70 to 90 percent leadership and only 10 to 30 percent management.” After discussing eight mistakes leaders make when trying to create real change, participants will explore and apply an eight-stage framework as a roadmap for leading organizational transformation. Throughout the workshop, participants will receive change leadership tools they can use immediately back on the job.

Topics included in the workshop are:

- Why Change Efforts Fail
- William Bridge’s Change versus Transition
- Leading vs. Managing Change
- John Kotter’s Eight Stages for Leading Change
- Anchoring Changes in the Organizational Culture

New Look for GSC Workbooks

GSC has recently completed a redesign of all of the workbook covers for our workshops. This project was a joint effort headed by Kim Parrish of the GSC staff with the design and creative assistance of Charles Crawford of Creative Services.

The goal of this project was to improve the image and message communicated by GSC materials to be consistent with the high quality and professionalism involved in the preparation and presentation of our workshops.

CPM Graduation in November

The annual graduation ceremony for state employees who have earned the Certificate of Management Fundamentals and the Certified Public Manager designation will be held at the Frankfort Civic Center at 2 p.m. on Thursday, November 29, 2001.

This is an opportunity to recognize the outstanding achievements of these state employees who are participants in the Kentucky Certified Public Manager program. Family, friends, supervisors and agency heads of the graduates are urged to attend.



Above, newly designed GSC workbooks

New and Improved GSC Web Site

If you haven't looked at the GSC web site lately, you are in for a surprise. It's a whole new look, format, logo and much more. There's a significant increase in the information that is available, and accessibility of the Web site for those with impairments. We have also provided a "text only" alternative for using the Web site, and a printable catalogue of workshop information in either Adobe Acrobat or Microsoft Word format. Check it out at <http://gsc.state.ky.us>, then send us an e-mail, using the link on the contact page, to let us know if you have suggestions on how we can do an even better job to serve your needs.

GSC's Connie Bolin was primarily responsible for the creation of the new Web site.

Governmental Services Center 2002 Quarterly Workshop Schedule

Training conducted in Frankfort is held in the Academic Services Building (ASB) on the campus of Kentucky State University. Training room numbers for KSU and workshops conducted at state parks, universities and other facilities are noted under location. All cars without approved parking permits, as well as those illegally parked, are subject to towing. All workshops begin at 8:30 a.m. unless otherwise noted.

WORKSHOP	LOCATION	January	February	March	CEU's
Business Writing for Today's Managers	Jenny Wiley		19		1.62
	Paducah Campus	16			
	536	23		12	
		25	5		
	542		12		
Conducting Effective Meetings	Pennyrile			21	.72
	Jenny Wiley			6	
				26	
	Ky Dam Village	24	14		
	536	8	6	7	
				27	
	539	8		5	
		17			
Customer Service	542	8			
	Jenny Wiley		14		.81
	536	4			
	539		12		
Dealing with Conflict	Jenny Wiley		12-13		1.59
	539	10-11	19-20	6-7	
	542			13-14	
Dynamics of Strategic Planning	Jenny Wiley			5	.50
	539			26	
				28	
	542			12	
Executive Branch Ethics	536		4		
Facilitation Skills	Jenny Wiley	29-30			1.68
Interpersonal and Organizational Communication	Ky Dam Village	22-23			1.47
	Jenny Wiley	16-17			
	536			19-20	
	539	29-30	21-22		
Introduction to Process Improvement	Jenny Wiley			27	.78
	Ky Dam Village		13		
	536	3			
	539	3			
	542			21	
Leadership I	Jenny Wiley			19-22	2.73
	Ky Dam Village			12-15	
	539			19-22	
	542		5-8	5-8	
			19-22	26-29	
Leadership II	536		19-22		2.73
Leadership III	542	15-18			2.73
Managing Human Resource Systems	Jenny Wiley	22-23			1.20
	536	29-30			
Managing Organizational Change	542	9-10			1.47
New Managers Survival School	539	22-23			1.56
Performance Management	536	9-10		5-6	1.50
		17-18		21-22	
	539		5-6		
	542	23-24		19-20	

WORKSHOP	LOCATION	January	February	March	CEU's
*Performance Matters, The Employee Performance Evaluation System	801 Teton Trail Frankfort Kentucky	11	8	8	
Personal Strategies for Dealing with Change	Ky Dam Village		12		.78
Problems and Decisions	Paducah Campus		13-14		1.53
	536		7-8		
	539	15-16		13-14	
Project Management	Pennyrile			19-20	1.10
	Jenny Wiley		5-6		
	542		13-14		
Structured Behavioral Interviewing	539		7-8		.78
			26-27		
	Jenny Wiley		20-21		
	Paducah Campus	17-18			
Time/Stress Management	536		15		.84
	542	22			
Train the Trainer	539	30-31, 1			2.52
	542	30-31, 1			
Violence in the Workplace	542	3			.50
	Jenny Wiley	31			

*Performance Matters, offered by the Office of Performance Management from the Personnel Cabinet, is not located at the GSC facility but located at 801 Teton Trail. Workshop begins at 8:30am.

Contact your agency liaison to register for the workshops listed in this brochure. You will receive a letter from GSC to confirm your class enrollment. Cancellation of a workshop by a participant must be processed through GSC.

Corrections Training Future Leaders

By Zack Jones, Department of Corrections

The Department of Corrections, like many organizations, is experiencing the critical need to develop its next generation of leaders to direct the agency into the new century. In an attempt to meet this need, the Division of Corrections Training has established the Leadership Education and Development Program (L.E.A.D), a one-year program with exposure to as many facets of the Department as possible. A diverse committee designed the program format.

Participants must complete an application, obtain written recommendations from their immediate supervisor and department head, and submit a written essay outlining their career goals, philosophy of leadership, and strategy for maintaining their current workload while participating in the program.

A formal evaluation process measures each participant's progress throughout the program.

LEADers will participate in a unique training format. The classroom portion is followed by monthly meetings, with presentations by participants or guest speakers. Speakers address subjects as diverse as Juvenile Justice, Probation and Parole, Local Facilities, Mentors, Private Prisons, Diversity and Leadership. LEADers are also expected to make on-site visits to various prisons; probation and parole offices, jails and other Corrections' operations, and write a report on each visit. Each LEADer is assigned a personal mentor, who assists and provides guidance throughout the program.

Seventeen charter members of the pilot program will graduate in November. While the program provides no guarantee of promotion, several members of the initial class have already received promotions. Interested applicants for the 2002 class should contact Zack Jones, Corrections Program Administrator, at 502-426-0454.

Agency Spotlight: Cabinet for Economic Development

Developing Regional Industrial Parks to Attract Business to Kentucky

By Terri Bradshaw, Cabinet for Economic Development



**Left,
MMRC
Regional
Industrial
Park in
Rowan
County**

The Cabinet for Economic Development is the primary state agency responsible for creating new jobs and new investment in Kentucky. Programs administered by the Cabinet are designed to support and promote economic development within the state, primarily through attracting new industries, assisting in the development of existing industries, and assisting communities in preparing for economic development opportunities. It is currently very active in developing regional industrial parks to attract good jobs to the state's coal counties.

The regional park concept is a major initiative of the Patton Administration and a unique concept in Kentucky. The idea is to create large blocks of available, accessible, marketable industrial land in an economical way without regard to county boundaries that will result in greater development and more job opportunities for all Kentuckians.

Coal producing counties first started receiving a share of coal severance tax receipts in 1992 to help them diversify their local economies beyond coal. At that time, the Local Government Economic Development Fund (LGEDF) was created to provide grants from coal severance tax revenues to make counties attractive to new manufacturing and service industries, as well as to help existing businesses expand. Each coal producing county is allotted a portion of the LGEDF money for use exclusively in that county, and a portion is set aside for multi-county or regional projects.

In November 1996, the Kentucky Cabinet for Economic Development announced new policies that allowed multi-county coal severance funds to be used to construct regional business parks. At such time, coal-producing counties were asked to join together (minimum of three counties), identify sites and costs, and make proposals to the Cabinet for Economic Development for the development of these sites. Each coalition received a \$75,000 grant to fund preliminary engineering and feasibility studies. By the May 1997 deadline, a total of nine proposals had been submitted with 33 counties involved.

Throughout the summer, independent engineers evaluated each proposal to verify costs, infrastructure requirements, feasibility and site development issues. Soon afterwards, a team of state government officials made the final selections. Each proposal was scored on six broad categories (site, utilities, transportation, area marketability, industrial park organization, and costs).

In September 1997, the Executive Committee of the Kentucky Economic Development Partnership approved the creation of the Office of Coal County Development (now the Department for Coal County Development), which oversees the creation of the regional business parks and other economic activities, related to the coal severance tax. In late 1997, the Regional Business Park Program was officially launched.

The development of each of these regional business parks is undertaken by newly created regional industrial authorities, with funding and general project oversight provided by the Department for Coal County Development. The regional industrial authorities are legally organized entities created through a coalition of participating counties. The process for establishing these authorities begins with the execution of interlocal agreements by the participating counties which outlines the sharing of tax revenues and all other proceeds generated from the projects. Once a regional business park is operating, all of the counties in that coalition will share in the tax revenues generated by the park.

The LGEDF program allows the authorities to access grant funds for the acquisition of land, basic infrastructure and spec building construction within the parks. It establishes a revolving funding mechanism for future development by allowing funds from land sales to remain with the regional industrial authorities.

As of May 2001, \$79 million in development costs has been identified for 11 regional parks (Two are under consideration and included in the estimate. One other proposed park, which will bring the total to 12 is still in the preliminary planning stage). These projects are currently in various stages of development. Other sites are under consideration as well.

The nine parks currently in operation are: Four Star Regional Industrial Park (Henderson, McLean, Union and Webster counties), Bluegrass Crossings Regional Business Centre (Daviess, Hancock, McLean, Muhlenberg and Ohio counties), MMRC Regional Industrial Park (Menifee,

Morgan and Rowan counties), EastPark (Boyd, Carter, Elliott, Greenup and Lawrence counties), Honey Branch Business Park (Floyd, Johnson, Magoffin, Martin and Pike counties), Coalfields Regional Industrial Park (Breathitt, Harlan, Leslie and Perry counties), Pine Ridge Business Park (Breathitt, Lee, Owsley, Powell and Wolfe counties) and Southeast Kentucky Regional Industrial Park (Bell, Clay, Knox, McCreary and Whitley counties).

The two parks under construction are Pine Mountain Regional Business Park (Bell, Harlan, Letcher, Knox and Whitley counties) and Paradise Regional Business Park (McLean, Muhlenberg and Ohio counties); and the additional proposed park is the Pike Regional Business Park (Floyd, Knott, Letcher and Pike counties).

The Governor, Cabinet for Economic Development and Department for Coal County Development are currently marketing these new industrial sites and working to recruit new and higher quality jobs in these areas of Kentucky.

Agencies in the Cabinet and Their Responsibilities

Office of the Secretary: (502) 564-7670 - Responsible for the development and administration of executive policies and for the overall management of the agency.

Office of the Commissioner for the New Economy: (502) 564-7300 – Responsible for developing and implementing a strategy to assist, create, and attract knowledge-based companies to Kentucky. Additionally, the Office will recommend to the Kentucky Economic Development Finance Authority (KEDFA) projects meriting funding through the high-tech construction pool and the high-tech investment pool.

Department for Coal County Development: (502) 564-5645 – Administers the Local Government Economic Development Fund (LGEDF), which provides grants to eligible counties and industrial development authorities to diversify their economies through the development of industrial park sites for new and expanding industry. Also administers the Job Training Grant (JTG), which provides funds for training and wage subsidy.

Department for Business Development: (502) 564-7140 - Responsible for coordinating the recruitment and attraction of companies that will enhance the overall viability of the state's economy. The Department consists of the Industrial Development Division; the Site Evaluation Division; and two Representative Development offices.

Department of Financial Incentives: (502) 564-7670 - The Kentucky Economic Development Finance Authority through this Department, encourages economic development, business expansion, and job creation by providing financial support for business and industry through an array of financial assistance and tax credit programs. The Department coordinates all financial assistance, tax credit, and related programs available to business and industry. It consists of the Grant Programs Division, Tax Incentive Programs Division, Direct Loan Programs Division, Program Servicing Division, and the Bluegrass State Skills Corporation.

Department of Community Development: (502) 564-7140 - Responsible for assisting communities in preparing for economic growth, encouraging job retention and creation by working with existing business and industry. The Department consists of six divisions: Division of International Trade, three Regional Economic Development Divisions - one each located in Western Kentucky, Central Kentucky and Eastern Kentucky; the Business and Entrepreneurship Development Division; and the Small and Minority Business Division.

For More Information, Contact:

Terri Bradshaw
Director of Marketing and Communications
502-564-7670; FAX: 502-564-1535

Commission on Women to Study Women's Economic Status: Seeks Input

By Ann Ferrell, Commission on Women

This fall, Governor Patton will appoint a Governor's Task Force on the Economic Status of Kentucky's Women, a project of the Kentucky Commission on Women. This will be an important opportunity for Kentuckians to become involved in efforts to raise the standard of living of Kentucky women and their families. The purpose of the Task Force will be to examine the issues that are obstacles to the economic progress of Kentucky women, identify solutions, and develop a plan of action.

First Lady Judi Patton has agreed to serve as Honorary Co-chair of this Task Force. Mrs. Patton had this to say about the Governor's Task Force on the Economic Status of Kentucky's Women, "I am so excited to co-chair this Task Force. It is yet another step toward improving life for Kentucky's women. Raising the standard of living of all Kentuckians has been one of mine and Paul's highest priorities throughout our administration. The Task Force will focus on what is needed to elevate the economic status of women in the Commonwealth."

Key to the success of the Task Force will be committees that will collect available data appropriate to their working topic; explore existing resources and determine "best practice" models; and compile and draft reports for presentation to the Task Force.

The committees will begin their work after the appointment of the Task Force and will focus on the following obstacle areas:

1. Education and Leadership
2. Economic Development and Employment
3. Women in Positions of Power
4. Social and Cultural Barriers
5. State Government Employees

These committees will meet monthly in Frankfort for a period of 12 months. Kentucky citizens from all regions of the state are encouraged to join these committees.

Employees of Kentucky state government are especially encouraged to become involved. It is important to Governor Patton, as he has proven throughout his administration, that state government serve as a model for local government and private industry. For this reason, one of the five



First Lady Judi Patton, above, will serve as the Honorary Co-chair of the Governor's Task Force on the Economic Status of Kentucky's Women, to be appointed this fall.

committees of this Task Force will be devoted entirely to the needs of women state government workers.

To learn how you can be a part of this important project, please contact Ann Ferrell at the Kentucky Commission on Women, 502-564-6643, ann.ferrell@mail.state.ky.us.

The median annual income for female-headed families in Kentucky is \$10,7000.

In 1995, 16.9% of women in Kentucky lived below the official poverty level.

Kentucky ranks in the bottom third in the nation in the following categories:

- Percent of college educated women
- Women's business ownership
- Percent of women above poverty level

The Status of Women in Kentucky, Institute for Women's Policy Research, 1998 and The Status of Women in the States, Institute for Women's Policy Research, 2000.

KECC “Tip Off” a Huge Success

August 22 marked the beginning of KECC’s 2001 campaign. More than 1000 people packed the Farnham Dudgeon Civic Center in Frankfort to enjoy good times, good food and quality entertainment, including the All-Star Basketball Tip-Off.

Cabinet for Workforce Development Secretary Allen Rose and Gov. Paul Patton, a Tip-Off referee, talked about the importance of giving to KECC. Following the speeches, it was time to “hoop it up.”

Van Florence, executive director of the UK Basketball Museum introduced the teams, appropriately called the “KE” Team and the “CC” Team. The “KE” Team hit the floor first, consisting of James Coles, Jamaal Jackson, Derrick Hord, Saul Smith, Robbie Valentine, and Darryl Murray. The “CC” Team then entered with Winston Bennett leading the way, followed by Travis Ford, Jim Master, Will Carlton, and Thomas Peterson.

Coaching staff was fitting to head an all-star line up, as Georgetown College’s head coach Happy Osborne led the



Gov. Paul Patton and Lt. Gov. Steve Henry posed with Easter Seals’ moms and kids at the KECC Tip Off.

“KE” Team and co-coaches Larry Ivy and Derrick Ramsey led the “CC” Team.

The event was produced by Fran Dundon of the Cabinet for Workforce Development.

Ethics Commission Most Frequently Asked Questions

Q. I am employed in a non-management position. When I leave state government employment, may I accept a position with a business regulated by the state agency for which I previously worked?

A. Yes, however, you should not discuss employment matters with a prospective employer that you do business with or regulate in your current position.

Q. Must I get approval for my moonlighting or outside employment?

A. Only if your outside employer is regulated by or does business with the state agency for which you work.

Q. Who do I contact to obtain approval for my outside employment?

A. Contact the ethics officer in your agency. For the name of your ethics officer, check the Commission’s web site at www.state.ky.us/agencies/ethics/ETHICS.HTM, or contact the Executive Branch Ethics Commission.

Q. May I accept a door prize from a vendor of my agency?

A. Yes, if the door prize is available to the general public.

Q. How do I make an ethics complaint against an employee?

A. You may contact any of the staff of the Executive Branch Ethics Commission by letter, e-mail, telephone or in person to provide information on an alleged violation of the law. Complaints may be anonymous.

Q. May I own stock or an interest in a company that does business with or is regulated by my state agency?

A. Yes, provided your ownership interest is less than 5% of the company.

To help answer other questions and educate the employees of your agency on provisions contained in the code of ethics, the staff of the Executive Branch Ethics Commission will provide up to a three-hour class for your agency at no charge. These classes can be tailored to your specific agency, and include many “hands-on” activities. To schedule a class for your agency, contact Jo Ledford at 564-7954.

State Nature Commission 25 Years Young

By Cecilia Bunch, State Nature Preserves Commission

Blanton Forest, right, is the state's largest old-growth forest.
(Photo by Pam Spaulding)

What agency searches the state to locate unique ecosystems; conducts biological inventories to identify rare, threatened and special concern species; maintains an expansive database of floral and faunal occurrences; maintains 16,804 acres within 41 dedicated state nature preserves; supports a registry of 4,453 acres of private natural areas; provides environmental education opportunities to the public; and is only 25 years old? If you guessed the Natural Resources and Environmental Protection Cabinet's Kentucky State Nature Preserves Commission, you are correct.

Established in 1976, KSNPC's mission is to protect Kentucky's natural heritage by: (1) identifying, acquiring, and managing natural areas that represent the best known natural occurrences of rare native species, natural communities, and significant natural features in a statewide nature preserves system; (2) working with others to protect biological diversity; and (3) educating Kentuckians as to the value and purpose of nature preserves and bio-diversity conservation. And with a staff complement of only 21, the commission has its work cut out.

The commission's biologists, botanists, zoologist, ecologists, data specialists and other professionals work diligently to identify, locate and preserve the biological diversity for which Kentucky is famous. From the mountains in eastern Kentucky to the wetlands of the western part of the state, these dedicated employees work long, hard hours in rugged terrain and often in uncomfortable and potentially dangerous situations to document our natural treasures.

Many citizens have heard of Blanton Forest, more than 2,000 acres of uncut, old-growth forest located in Harlan County. As a state nature preserve, it is provided the best possible protection. Due to open to the public later this fall, Blanton Forest is a work in progress as the commission strives to acquire additional buffer land to protect the old growth.



Visitors to the majority of the commission's preserves may walk the trail systems from dawn to dusk daily. Most visitors appreciate the opportunity to engage in passive recreation such as hiking, bird watching, plant identification, rare species observation and simply enjoying the peace and quiet. Special guided hikes are being offered this year by the KSNPC to celebrate the 25th anniversary and to better educate the public about Kentucky's dwindling natural resources and encourage preservation.

The KSNPC receives minimal operational funding from the state budget, but also benefits from a portion of money generated by the sale of the Nature's Finest vehicle license plates and from the Kentucky Nature and Wildlife Fund income tax check-off program. The commission also encourages private donations.

Proud of the accomplishments of the KSNPC are the five current commissioners: Clara Wheatley (Howardstown), chairperson and National Farmers Organization representative; Kenneth Jackson (Harrodsburg), secretary and State Association of Soil Conservation Districts representative; O.D. Hawkins (Owenton), representing the Farm Bureau Association; Eunice Johnson (Jackson) and David Wright (Louisville) representing the public at large.

The commission's Web site, www.kynaturepreserves.org, contains information about the work of the commission, descriptions and directions to the preserves, opportunities to donate and information on volunteering.



Kentucky Drivers Going Digital



The Transportation Cabinet's Division of Driver Licensing unveiled Kentucky's new digitized driver's license on Oct. 3, with Gov. Paul Patton receiving the first license.

The new license will consist of a more colorful, attractive layout; quick identification features; the Cabinet's web address; and, overt and covert security features to prevent fraudulent licenses, including holograms.

Four different types of cards will be issued, identified by color – driver's licenses, identification cards, commercial driver's licenses, and instructional permits.

Cards issued to those under age 21 will be in a vertical format to allow for quick identification of those individuals. Dates when those individuals turn 18 or 21 will be clearly printed on the front of the card.

Left, Gov. Paul Patton posed for Kentucky's first digital driver's license.

Bridging the Technology Gap

On Sept. 25, two non-profit groups in Louisville were awarded a total of \$250,000 to help bridge the digital divide. The term "digital divide" refers to the gap between those who have access to information technology and those who do not.

The money will be used to provide computer and Internet training, as well as hardware and software for home use to the low-income and public housing residents in and around the Park Duvalle and Shawnee neighborhoods of Louisville.

The groups administering the projects are Innovative Productivity Inc., Jefferson Technical College and Kentucky Community and Technical College System, KCTCS.

E-Kentucky!

In spite of the recent Civic.com awards Kentucky has received related to electronic government and continued efforts to promote e-government in the Commonwealth, the Governor's Office for Technology, GOT, has no intention of resting on its successes!

An Enterprise-wide project to assess the state's preparedness, resource availability, strategy, partnerships, technology infrastructure and long-term direction in the area of e-government, is underway. GOT and the consulting firm of PricewaterhouseCoopers (PwC) began this assessment on June 6, and the first phase was delivered in September.

The next phase is to develop a strategy and implementation plan for moving ahead with a more wide-scale delivery of state government services through the Internet or touch-tone phone. Check the next issue of the *Communiqué* for a project update and results of the assessment.

EMPOWER Program Results in \$24 Million Additional Revenue for Schools, Others

By Aaron Horner, Revenue Cabinet

The Revenue Cabinet's Department of Property Valuation announced that for fiscal year 2001 local governments, schools, fire districts and other taxing districts will receive over \$24.1 million in additional tax revenue. These monies were received through innovative programs established by the Revenue Cabinet and funded by EMPOWER Kentucky.

The additional dollars will continue to be received in future years from the EMPOWER Kentucky project—making a valuable impact on local jurisdictions' budgets.

"We are delighted that last year's local tax receipts increased approximately 16 percent from the prior year," said Revenue Cabinet Secretary Dana Mayton. "Today's technology makes it possible for us to track tax filings more accurately and pursue compliance that was not feasible in years past."

Launched in 1996, EMPOWER Kentucky, short for EMPower Our Workforce with Effective Resources,

reflects a commitment to the Commonwealth to improve the way state government does business.

Under EMPOWER, the Department of Property Valuation designed improvements to its tangible personal property tax collection branch and identified areas that could generate additional monies for both state and local government by ensuring that all taxpayers were in compliance with the law.

The Department was granted funds for one-time investments in technology and training. These funds were used to develop a new computer system that would identify companies that had been non-filers of tangible personal property.

"The EMPOWER funds allowed us to develop an audit and compliance program," said Brenda Major, Director of State Valuation. "This program enables us to make sure that all taxpayers are paying their fair share in support of the schools and the local districts that perform much needed services for taxpayers."

Revenue Receives National Award for Automated Mapping System

The Kentucky Revenue Cabinet has received the Special Achievement in GIS Award in recognition of outstanding work in the field of Geographic Information Systems (GIS).

The award was presented by Environmental Systems Research Institute (ESRI) at the ESRI User Conference in San Diego, California, on July 12. ESRI software is the approved state standard GIS software as recommended by the Commonwealth of Kentucky Enterprise Standards.

GIS is a multipurpose automated mapping system that enables users to manipulate layers of information with associated geographic data. Capabilities of GIS include pinpointing the exact address where a service may be needed, or is being used. More than any other type of computer application, it holds the potential to integrate numerous government functions as varied as emergency services, planning and zoning, natural resources, transportation, and revenue functions.

The Revenue Cabinet was chosen from among over 100,000 users worldwide to receive the Special Achievement in GIS Award. The award marks a milestone in Revenue's efforts to incorporate GIS technology into the property tax system.

In 1996, the only Property Valuation Administrator (PVA) offices using functional GIS were those in the state's three major urban areas: Louisville, Lexington, and Northern Kentucky. Now, half of the state's 120 counties are registered users of ESRI products.

Parcel digitizing, the laborious process of converting paper property identification maps to computer records, is underway in 40 counties, with maps scanned prior to digitizing in 72 counties. Along with GIS, property tax systems are being modernized with digital photography and other taxpayer-friendly improvements such as Web sites.

HIV/AIDS: What You Should Know

Information from the Department for Public Health, Cabinet for Health Services

AIDS is Acquired Immune Deficiency Syndrome – a serious illness that makes the body unable to fight infection. A person with AIDS is susceptible to certain infections and cancers. When a person with AIDS cannot fight off infections, this person becomes ill. Most people with AIDS will die as a result of their infection.

AIDS is caused by a virus called Human Immunodeficiency Virus, or HIV.

Early diagnosis of HIV infection is important! If you have been told you have HIV, you should get prompt medical treatment. In many cases, early treatment can enhance a person's ability to remain healthy as long as possible. Your doctor will help you determine the best treatment for you.

Free, anonymous and confidential testing and counseling is available at every health department in Kentucky. After being infected with HIV, it takes between two weeks and six months before the test can detect the antibodies to the virus.

HIV can be spread by:

- sexual contact (oral, anal, or vaginal intercourse) with an infected person when blood, semen or cervical/vaginal secretions are exchanged
- sharing a syringe/needle with someone who is infected
- receiving contaminated blood or blood products (very unlikely now because blood used in transfusions has been tested for HIV antibodies since March of 1985)
- an infected mother passing HIV to her unborn child before or during childbirth, and through breast feeding
- receipt of transplant or infected tissue/organs or artificial insemination from an infected donor
- a needle stick or sharps injury in a health care setting involving an infected person.

You cannot get HIV through casual contact, such as:

- sharing food, utensils, or plates
- touching someone who is infected with HIV
- hugging or shaking hands

- donating blood (this has NEVER been a risk for contracting HIV)
- using public rest rooms
- being bitten by mosquitoes or any other insect.

Prevention:

- do not share needles or syringes with anyone
- do not have sexual intercourse except with a monogamous partner whom you know is not infected. If you choose to have sex with anyone else, use latex condoms (rubbers), female condoms or dental dams every time you have sex
- educate yourself and others about HIV infection and AIDS.

You should be tested if you:

- have had sex with someone who has HIV
- have had sex with someone who has or has had any sexually transmitted disease (STD)
- have shared needles or syringes with someone who has HIV
- have had multiple sex partners or you have had sex with someone who has had multiple partners
- have had sex through prostitution (male or female)
- have had sex with injecting drug users
- had a blood transfusion between 1978 and 1985
- are a woman who is pregnant or desires to be pregnant and who wishes to reduce the chance of your baby getting HIV from you should you be infected.

For more information:

If you need more information, please call the following:

Kentucky HIV/AIDS Education Program 502/564-6539
(Voice/TDD) 502/564-0208

National AIDS Hotline 1-800-342-AIDS

Your local health department's HIV/AIDS Coordinator.

Office for ADA Assists State's Employers and Employees

By Kim Brannock, Workforce Development Cabinet



**Norb Ryan,
state ADA
coordinator**

The Americans with Disabilities Act (ADA) was signed into law in July 1990, but it is still often misunderstood and confusing.

To assist people with disabilities, and help employers cut through the maze of information and myths that surround the federal law, Kentucky has an ADA office located in the Cabinet for Workforce Development. The office educates state government agencies as well as the public about the ADA through its toll-free number and Web site. The toll-free number is 1-877-423-2933 and the Web site is <http://ada.state.ky.us>.

The Americans with Disabilities Act bans discrimination based on disability and requires employers, businesses and state and local governments to take reasonable steps to accommodate people with disabilities. The law requires public buildings and government programs and services to be accessible.

Norb Ryan, Kentucky state Americans with Disabilities Act coordinator in the Cabinet for Workforce Development, said it is important for the state to keep abreast of new court cases and legal interpretations involving the ADA.

"The state provides leadership. If the state doesn't comply with the ADA then why should businesses, postsecondary institutions or anyone else comply with the ADA," he said. Ryan said he is proud of Kentucky because state government agencies are in the process of making Web sites accessible and are ahead of most states in this area.

Since assuming the ADA coordinator office in March, Ryan has trained more than 500 state workers on the ADA, including employment requirements and etiquette. While Ryan's primary job is to ensure that state government complies with the ADA, he is available to help private companies with training.

In addition to Ryan, the state office has two other staff members — Al Peach, who checks new and existing buildings for ADA compliance, and Regina Lewis, who assists with inquiries.

According to the 2000 U.S. Census, there are 54 million people in the United States who have disabilities.

"Kentucky ranks in the top five states in the number of people with disabilities but in the bottom four states in employing people with disabilities, according to federal statistics," Ryan said. "The problem is many employers out there are not aware of how beneficial it can be to hire someone with a disability.

"Our workforce is shrinking as our population ages and this is a population that is available to work," he said.

For more ADA information, call Ryan at (502) 564-6606.

Articles contained in this newsletter were submitted by respective agency information liaisons. To submit articles, contact your agency's liaison.

Comments and suggestions are always welcome.
Call 502-564-3433 or 1-800-471-1753, or e-mail
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KEAP Now Offers Free Screening for Depression: Online and by Phone

By Mary Jane Cowherd, Kentucky Employee Assistance Program

During the month of October, Depression Awareness Month, there was lots of information available about depression, and places all across the country where you could receive a free depression screening. The Personnel Cabinet and the Kentucky Employee Assistance Program (KEAP) are excited to announce that beginning Oct. 10, Kentucky state government employees and their families can receive this same screening by telephone or online.

It's easy! Just call the toll free number at 1-877-769-5040, use the dial pad to answer ten screening questions and some demographic questions, and then receive a rating on the depression scale. Another component to this screening is the option for an alcohol screening. It is important to block about fifteen minutes to complete the screening. From the KEAP web pages there is a link to the screenings for completion online. These screenings are anonymous, which may increase willingness to participate.

It is important to remember that like many other illnesses, depression varies from person to person and has a range of symptoms from mildly uncomfortable to debilitating. The National Institute for Mental Health describes the most common symptoms of depression as:

- Persistent sad, anxious, or "empty" mood
- Feelings of hopelessness, pessimism
- Feelings of guilt, worthlessness, helplessness
- Loss of interest or pleasure in hobbies and activities that were once enjoyed, including sex
- Decreased energy, fatigue, being "slowed down"
- Difficulty concentrating, remembering, making decisions
- Insomnia, early-morning awakening, or oversleeping
- Appetite and/or weight loss or overeating and weight gain
- Thoughts of death or suicide; attempted suicide
- Restlessness, irritability
- Persistent physical symptoms that do not respond to treatment, such as headaches, digestive disorders, and chronic pain

Often people who have depression don't even know it. Sometimes they are resistant to seeing a doctor or a counselor. For those who love or care for them it is very frustrating. The best thing we can do in this situation is to

educate ourselves and our loved ones about depression. Get information from books, the Internet or your doctor. Encourage your loved one to seek help. Most importantly, remember that you didn't cause it, and you can't fix it.

As always, for depression and other living problems, the Kentucky Employee Assistance Program stands ready to provide State Government employees and their dependents assessment and referral services to start the process of recovery. The KEAP number is (502) 564-5788 or 1-800-445-5327.

Cabinet Comments

Board of Nursing

When a record settlement was recently approved in a case of fraud against a Louisville health care center, Attorney General Ben Chandler directed that \$500,000 of the settlement go to the Nursing Incentive Scholarship Fund of the Kentucky Board of Nursing to help recruit talented people into the nursing profession.

Families and Children

The 10-county Barren River Region of the Cabinet for Families and Children received national accreditation in August for its services to vulnerable children and adults.

Fish and Wildlife

Former Deer/Elk Program Coordinator Jon Gassett is the new director of the Wildlife Division, replacing Roy Grimes.

Health Services

Marcia R. Morgan is now secretary of the Cabinet for Health Services. She was previously deputy secretary and assumed the duties of acting secretary in March.

Justice

Hazel M. Combs has been appointed deputy commissioner of community services and local facilities in the Department of Corrections. She replaces Vertner L. Taylor who became Commissioner of the Department in August.

(More Comments are on page 32.)

Letter (Continued from page 1.)

in New York and Washington overtake the respect we must have for our fellow citizens.

Additionally, we must demonstrate leadership to our children. They need particular care during this time because they have precious spirits that need to be attended to with love and care when the world is so upsetting. The Office of Early Childhood Development recommends the following guidelines and suggestions for parents to consider when explaining the events of Sept. 11 to their children.

- Make time to comfort and reassure your children
- Speak simply and honestly about the situation
- Listen and acknowledge children's feelings
- Limit television viewing
- Reassure children about the family's safety
- Maintain routines or rituals of comfort
- Provide hope for the future

Parents should take a little extra time to stop and hug their children, and reassure them that they are safe. Engaging in comforting routines such as bedtime stories or songs can help as well. While talking to children, don't deny their expressions of fear and concern, but do not scare them by exposing them to more than they can understand.

President Roosevelt once said, *"The only limit to our realization of tomorrow will be our doubts of today. Let us move forward with strong and active faith."*

As Governor, I challenge each employee of the Commonwealth of Kentucky to live these words on a daily basis. We cannot let the actions of these terrorists endanger the principles on which our state and our country were built.

With prayer and concern,

Paul E. Patton
Governor

More Cabinet Comments (Continued from page 31.)

Volunteer Commission

More than 200 new AmeriCorps members attended pre-service training Sept. 19 - 21, and accepted the pledge to service during the celebration for the International Year of Volunteers attended by AmeriCorps members, Senior Service Corp members and other representatives from non profit organizations. Prior to the celebration, the new AmeriCorps members gave three hours of service to seven sites, doing everything from planting trees to weatherizing homes for seniors to sorting clothing for a clothes closet.

Workforce Development

Jim Thompson is the new commissioner of the Kentucky Department for Employment Services. He has been with the department for 27 years.